

DEPARTMENT OF COMMUNITY HEALTH
Office of Services to the Aging
Request for Proposal (RFP)
Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT)

Background

Elder abuse is one of the fastest growing crimes in Michigan impacting an estimated 90,000 older adults each year at significant financial and human cost to our citizens and our service systems including Medicaid and Adult Protective Services (APS). Despite recent elder abuse prevention and education efforts, national data reveals that less than one in ten cases is brought to the attention of authorities with this ratio increasing as high as one in 25 for financial exploitation cases. Recent studies reveal an even more frightening reality for vulnerable adults with disabilities or cognitive deficits – almost half report being victimized. As demonstrated by Gov. Snyder's support of elder abuse legislation in his health care platform, Michigan must act quickly to implement tools and systems to prevent abuse, better protect older adults, reduce strain on public assistance and prepare Michigan to leverage anticipated federal funds under the Elder Justice Act, passed as part of the federal health care reform law.

Purpose

The Michigan Office of Services to the Aging (OSA) invites organizations to submit proposals to apply for funding under the Prevent Elder and Vulnerable Adult Abuse, Exploitation, Neglect Today (PREVNT) initiative. The purpose of this Request for Proposal (RFP) is to solicit applications from the legal, non-legal, community-based, for-profit, non-profit, or those working in collaboration within the aging networks, who are interested in the opportunity to help prevent elder abuse. We are looking for strong applicants that want to help support ongoing efforts of prevention and detection, while providing training efforts in the areas of elder abuse laws and elder abuse reporting and screening tools. Lastly, the applicant should be able to plan and develop a system to address elder abuse and support prosecution.

Objectives

Following is a list of project objectives that OSA sees as important to the PREVNT initiative:

- 1) Determine the cost and feasibility of developing an integrated elder abuse reporting system
- 2) Support abuse detection and reporting training for financial services employees (whether legislation currently pending is passed or not)
- 3) Expand deployment of Michigan's Adult Abuse and Neglect Prevention (AANP) training and awareness program, recently recognized by Centers for Medicare & Medicaid Services (CMS) as a best practice model, to reduce abuse in long-term care and home care settings
- 4) Support interdisciplinary investigative teams at the local level
- 5) Develop and implement an ongoing state level presence/oversight stakeholder body for elder abuse efforts following a proven format used in domestic violence (the Michigan Domestic and Sexual Violence Prevention and Treatment Board) and child abuse prevention efforts (the Children's Justice Task Force)
- 6) Increase elder abuse identification and reporting by medical professionals through the deployment of interactive elder abuse web-based screening and/or applications for tablets and smartphones,

and train medical professionals on the use of elder abuse codes to be reported in medical billing and charts

Please describe your plan to incorporate these project objectives.

Any proposed subcontracted activities would need to be approved by OSA.

Project Period The PREVNT tentative project period is December 1st, 2014 through September 30th, 2015.

Award Date Successful grantees will receive grant awards for signature by December 8th, 2014. Signed grant award agreement will be due to OSA by December 15th, 2014. Revised budgets (if additional funds are awarded) will be due to OSA by December 15th, 2014.

Project Criteria

Budget

Up to \$ 900,000 is available for organizations to provide OSA with a strategic plan/project to prevent elder abuse. Funding may be awarded to a single grantee or multiple grantees. If awarded to a single grantee, dollars may be used to contract with partners to help reach the grantees project goals.

The grantee(s) will need to prepare a budget summary and cost detail schedule and provide a narrative to justify budget. The state's fiscal year is October 1st through September 30th, each year. A separate grant agreement will be issued for each fiscal year.

Please describe your plan for meeting this requirement.

Allowable Expenses

Grant funds may be utilized for the following:

1. Salary and wages (fringes)
2. Training and development related costs
3. Supplies and materials
4. Travel time and travel expenses to support training, campaign, and tasks force
5. Contracts
6. Other (including audits rent and insurance)
7. Administrative expenses must not to exceed 10% of projected grant total

Please describe your plan for meeting this requirement.

Data Collection and Reporting

The grantee(s) will carry out this project under the direction of OSA. The grantee(s) must work with OSA to design templates for all deliverables, including status reports, issue tracking, and other project documents. The template designs are critical to ensuring that the deliverables and other project documents are in a format agreed to by OSA and the grantee(s). OSA staff will approve each template or provide OSA approved samples. The grantee(s) must have sufficient technological capability to accurately record, develop and electronically submit reports on all required services in agreement. This information shall be maintained in a format agreeable to OSA.

Please describe your plan for meeting this requirement.

The grantee(s) shall provide a monthly service activity report to OSA by the 15th of the following month. The report must be in Excel or Word or an Excel/Word compatible document, and include the following detailed information, but not inclusive:

- a. Number of contracting participants in project
- b. Number of contracting partnering meetings
- c. Outcome/status of workgroup projects
- d. Other written reports and program information as agreed upon by both parties in signed agreement
- e. A narrative report describing progress on the project's goals and any challenges or deviations from the approved project plan

Please describe your plan for meeting this requirement.

The grantee(s) shall submit an accumulative quarterly report electronically to OSA. The accumulative final report will be due 15 days after the end of the agreement period.

Please describe your plan for meeting this requirement.

The grantee(s) must maintain a management information system in cooperation with OSA. This system is to include collecting basic demographic data about the users of the service and other important data such as a source of referral, response time to first contact, duration of treatment, etc., as agreed to by OSA and the grantee(s).

Please describe your plan for meeting this requirement.

The grantee(s) will maintain a directory of all its qualified contracting partners in this system and make the directory available to OSA. The grantee(s) must maintain an accurate and up-to-date list of qualified contracting partners. List must be continually updated and submitted to OSA quarterly.

Please describe your plan for meeting this requirement.

All data collected for the agreement will become the property of MDCH/OSA.

Accounting and Billing

The Financial Status Report (FSR) must be submitted to OSA electronically by the 15th of each month. The grantee(s) must also submit detailed supporting documentation. The grantee(s) must submit expense reimbursement requests in manner and format provided and approved by OSA.

Please describe your plan for meeting this requirement.

Grant Agreement Terms and Conditions

The grantee(s) has reviewed the grant agreement terms and conditions in appendix C and shall agree to the terms and conditions if awarded this grant.

The grantee(s) must meet the requirements listed below.

1. Population Requirements:

- a. The grantee(s) must demonstrate the ability and willingness to serve a target population of older adults and persons at risk of elder abuse as set forth by the APS and OSA elder abuse prevention standards
- b. The grantee(s) and/or contractual partners must demonstrate the ability to be contiguous and cover all counties in the proposed project area

Please describe your plan for meeting this requirement.

2. Organizational Requirements:

- a. The grantee(s) must be an expert in elder law and elder abuse
- b. The grantee(s) must have the ability to enter into a grant award agreement with OSA
- c. The grantee(s) must actively be serving older adults
- d. The grantee(s) must comply with elder abuse prevention standards set forth by OSA

Please describe your plan for meeting this requirement.

3. Contractual Partner Requirements:

- a. Contractual partners named in the proposal must comply with elder abuse standards set forth by OSA
- b. Contractual partners named in the proposal must actively be serving older adults

Please describe your plan for meeting this requirement.

RFP Process

The RFP process is as follows:

1. Issue RFP
2. Bidders submit written questions
3. OSA provides written responses
4. Bidders submit proposals by the due date
5. OSA committee reviews and makes an award recommendation
6. OSA director makes award decision
7. OSA issues a grant agreement

Award Decision

The award recommendation will be made by the director of OSA. The grant award decision is final. Grant awards are made at the sole discretion of OSA and are not subject to a protest or appeal.

Proposal Format and Required Documents

Proposals must be completed using an easily readable serif typeface, such as Times New Roman or Courier, and must be 12 point font. Bidder must respond to all sections of the RFP. Failure to respond to every section may result in disqualification from the bidding process.

Proposal Submission

Proposals must be submitted electronically to Annette Gamez at GamezA@michigan.gov by 3 p.m. Eastern Standard time on November 19th, 2014.

Bidders are responsible for submitting their proposals on time. Proposals received by any other method than noted above, or proposals that are late, cannot be considered unless all other proposals received on time do not meet specifications, or no other proposals are received.

HIPAA to be completed if applicable
Business Associate Agreement to be completed if applicable
Applications must be submitted electronically